

## **DEPARTMENTAL RECORDS CLERK**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is responsible, non-supervisory clerical work including the preparation, receiving, clearing, and maintenance of reports, records, and documents for the fire department and other related work as required. Incumbent works under the general supervision of the deputy chief.

### **EXAMPLES OF WORK**

Illustrative only.

Maintains accurate records of all fires, fire losses, and fire deaths occurring in the city as required.

Prepares purchase requisitions and receives, examines, and processes invoices covering purchases for the fire department according to law and departmental policies.

Prepares statistical data from the reports of fire and other emergencies responded to by the fire department.

Prepares payroll for the entire department when required. Prepares and types letters and forms as required in the performance of work.

Performs related work as required.

### **REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES**

Good knowledge of modern office practices and procedures.

Good knowledge of business English and arithmetic.

Ability in performing computations, in filing, maintaining office records, and in operating a typewriter.

Ability to gather statistical data and prepare accurate records and reports according to general instructions;

Ability and willingness to establish and maintain satisfactory working relationships with other employees and the public.

### **SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be not less than twenty-one (21) years of age.

Must possess a combination of experience and training which indicates sufficient possession of knowledges, skills, and abilities, listed above to satisfactorily perform the required work.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

#### **STATUS OF INCUMBENT OF POSITION WHEN ALLOCATED**

Employees performing this duty for the fire department at the time of the allocation creating the new position shall be inducted into and bound under the classified service without further examination.